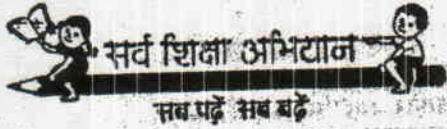


VACANCY CIRCULAR

No A/34141/P-14/CAO/R-I



GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

OFFICE OF JOINT SECRETARY (ESTT/CAO)

ROOM No 172, E - BLOCK
DALHOUSIE ROAD
NEW DELHI - 110 011.

DATED : 24 Oct 2016

All the Ministries/Depts of Govt. of India.

All the Chief Secretaries of State Governments & Union Territories

SUB: FILLING UP OF THREE VACANCIES IN THE GRADE OF DATA PROCESSING ASSISTANT IN INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (AIR) ON DEPUTATION (INCLUDING SHORT TERM CONTRACT)

Sir/Madam,

I am directed to state that Three vacancies in the grade of Data Processing Assistant (General Central Service, Group 'B', Gazetted, Non-Ministerial) in the Pay Band - 2, ₹ 9300-34800 plus Grade Pay ₹ 4600 (pre-revised), are required to be filled in Integrated Headquarters of Ministry of Defence (Air) on deputation (including short term contract) on the following conditions :-

Deputation (Including Short Term Contract) :

Officers under the Central Government or State Government or Union Territory Administration or Universities or recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organisations:-

(A)(i) holding analogous posts on regular basis in the parent cadre or department:

OR

(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay ₹ 9300-34800 plus Grade Pay of ₹ 4200 in Pay Band-2 in the parent cadre or department.

AND

(B) possessing the following educational qualifications and experience :

A (i) Master's Degree in Computer Applications or Computer science or Master of Technology with specialization in Computer Applications or Bachelor of Engineering or Bachelor of Technology in computer engineering or computer science or computer technology from a recognized University or Institution.

OR

contd...2/-

OFFICE OF THE CHIEF SECRETARY
PUDUCHERRY.
No. 3988/C/2016
Received on 7/11/16
Despatched on 8 NOV 2016

OFFICE OF THE SECRETARY

No. 1439/Secy/Def/IT/10/16.

RECEIVED ON 8 NOV 2016

DESPATCHED ON 9 NOV 2016

8/11

Secy (IT)

Secy (IT)



IT ESTT
DB

8/11

B (i) Degree in Computer Applications or Computer Science or Degree in Electronics or Electronics and Communications Engineering from a recognized University or Institution.

(ii) Two years experience in electronic data processing work including experience in actual programming.

OR

C (i) Master's Degree of a recognized University or Institution or Degree in Engineering of a recognized University or Institution.

(ii) Three years experience in electronic data processing work including experience in actual programming.

OR

→ D (i) 'A' level diploma under Department of Electronics and Accreditation of Computer Classes programme or Post Graduate Diploma in Computer Application offered under University programme or Post Polytechnic Diploma in Computer Application awarded by All India or State Council of Technical Education.

(ii) Three years experience in Electronic Data Processing work including experience in actual programming.

2. Job Profile : Assistance in the design, development and implementation of information systems and Database, operation and analysis thereon, including assistance to system analysis programming, and data organisation, data collection, collation, validation, coding, processing and maintenance of all forms of data including alpha-numerical, textual, graphic, voice and optical and operation of any type of EDP machine/computer/computer based equipment/computer based instrument/computer based online or real time systems/computer network based systems etc. Assistance to the planning, scheduling coordination and implementation of inter-related and integrated Data Processing, and for a few staff who are determined to have the required aptitude and depending upon the need, supervision of the work of subordinate staff.

3. The departmental officers in the feeder grade who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

4. Period of Deputation (including short-term contract) including period of Deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by Deputation (including short term contract) shall be not exceeding 56 years, as on the closing date of receipt of applications.

5. For the purpose of appointment on deputation (including short term contract) basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which

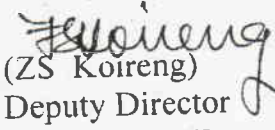
the revised pay structure based on the 6th Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation. The appointment on deputation shall be governed by DOP&T OM No. 6/8/2009-Estt. (Pay-II) dt 17 Jun 2010 and its subsequent amendments, if any.

6. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and up-to-date CR dossiers or photocopies of ACRs/APARs of last five years (duly attested by an officer not below the rank of Under Secretary) and Integrity Certificate (duly verified by an officer not below the rank of Deputy Secretary) of the officers who could be spared in the event of their selection may be sent so as to reach this office within 60 days of the date of publication of this advertisement in the Employment News. Applications received late or without the ACRs/APARs, Integrity Certificate, Cadre Clearance and Vigilance Clearance or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. It must also be certified that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.

7. The Curriculum Vitae proforma can be downloaded from our website www.caomod.gov.in

NOTE : CANDIDATES WHO ONCE APPLY FOR THE POST WILL NOT BE ALLOWED TO WITHDRAW THEIR CANDIDATURE.

Yours faithfully *


(ZS Koireng)
Deputy Director
CAO/R-I & III
For JS (E/CAO)

COPY TO:

All Coord Sections of Integrated HQ of MoD (Army)

DPO/AOP Branch, Integrated HQ of MoD (Air)

DOP/COP Branch, Integrated HQ of MoD (Navy)

All Coord Section of IS Orgns

All Sections in the Office of JS (Estt/CAO)

CAO/P-2